B0034 Employee Grievance Data

Report Description

This report lists all Grievance Issues filed by active employees. It includes all associated detail for each grievance basis along with status information such as informal and formal steps taken. Provides jump to 'B0022: Comments' report.

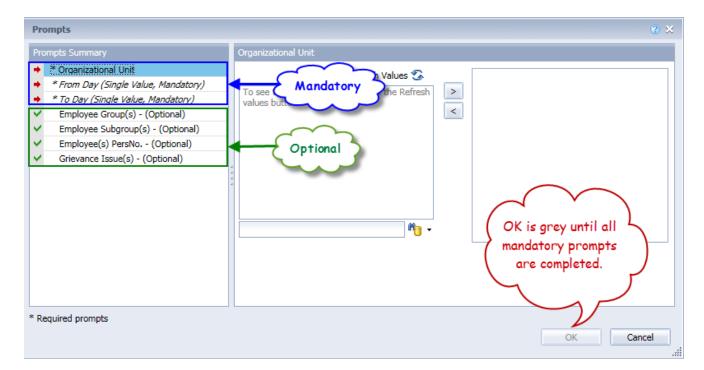### Report Location

PA: Grievances

Report uses

This data can be used to track and report events occurring in the EEO Informal Complaint and Grievance process, and the Policy Violation Grievance process beginning with the informal complaint step through the disposition of a complaint at the Office of Administrative Hearings (OAH). The data captured will reflect the State's activity for employee complaints and grievances. The data will also be used to determine training and/or education needs for employees.

Data Load Frequency

The data for this report is loaded every weekday morning, excluding holidays. This report will include any changes that were made to the data on the previous day, including retroactive changes.
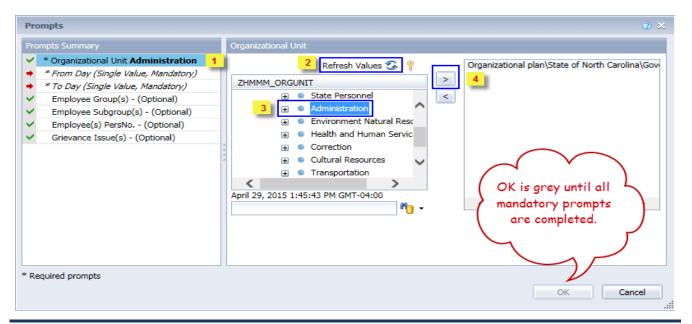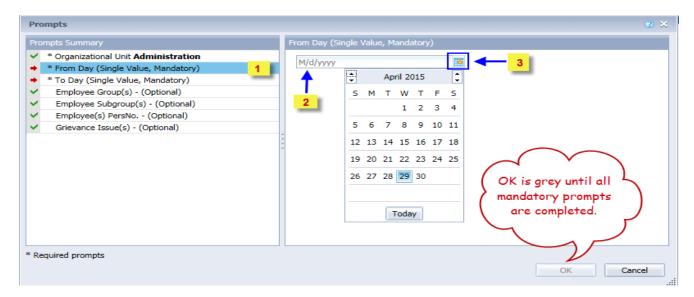
How to run this report

Mandatory Prompts

Mandatory prompts have a red arrow indicator (➜) followed by an asterisk (*) on the left side of the prompts. When a valid value(s) is entered, this indicator will turn into a green check mark (✓).

➜ ***Organizational Unit:** To select data for this prompt:
- Make sure the "Organizational Unit" prompt is selected (1).
- Click the "Refresh Values" icon to see the list of Org Units (2).
- Navigate down to the desired Org Unit (3).
- Click the right arrow to add it to the selection box (4).

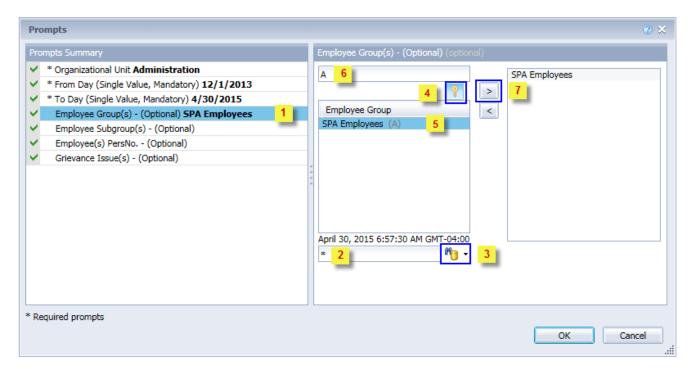➔ ***From Day and *To Day:** For From Day and To Day prompts:
- Select the prompt field (1).
- Type the date using the mm/dd/yyyy format (2).
- **OR**, click the calendar icon and select the date from the calendar for the time period desired (3).
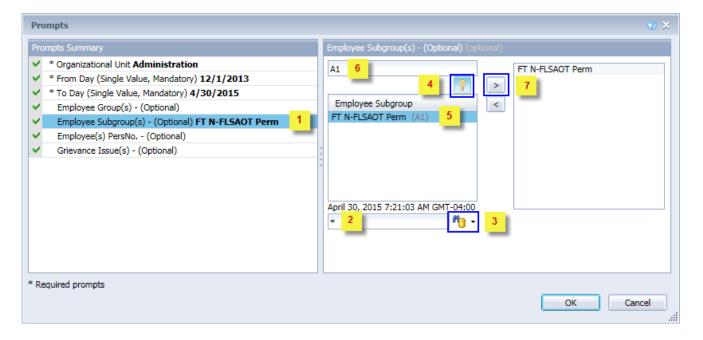
Optional Prompts

Optional prompts are indicated with a green check mark (✓) but are not pre-filled or required. They are used to assist with limiting the amount of data that is retrieved into the body of the report. The optional prompts on this report are:

✓ **Employee Group(s) - (Optional):** To select data for this prompt:
- Make sure the "Employee Group(s) - (Optional)" prompt is selected (1).
- Enter a search text with an asterisk (*) in the search box to view the list of values for Employee Group (2).
- Click the search icon (3).
- To see the key value for each Employee Group, click the key icon (4).
- Select the desired Employee Group (5).
- **OR**, if you know the Employee Group key or Employee Group name, you can skip steps 2 through 5 and enter it directly in (6).
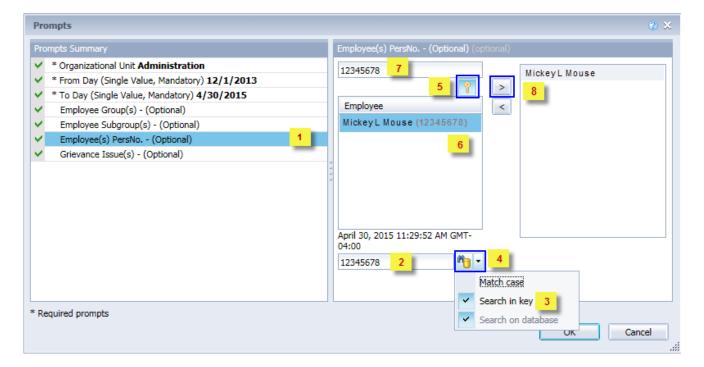- Click the right arrow to add the Employee Group to the selection box (7).

✓ **Employee Subgroup(s) - (Optional):** To select data for this prompt:
- Make sure the "Employee Subgroup(s) - (Optional)" prompt is selected (1).
- Enter a search text with an asterisk (*) in the search box to view the list of values for Employee Subgroup (2).
- Click the search icon (3).
- To see the key value for each Employee Subgroup, click the key icon (4).
- Select the desired Employee Subgroup (5).
- **OR**, if you know the Employee Subgroup key or Employee Subgroup name, you can skip steps 2 through 5 and enter it directly in (6).
- Click the right arrow to add the Employee Subgroup to the selection box (7).
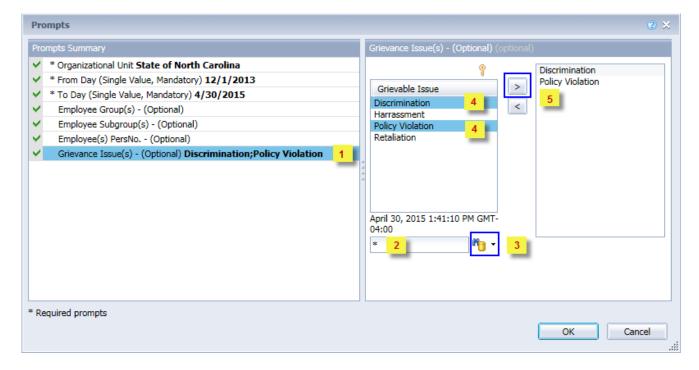
✓ **Employee(s) PersNo. - (Optional):** To select data for this prompt:
- Make sure the "Employee(s) PersNo. - (Optional)" prompt is selected (1).
- Enter an employee number in the search box to verify the employee name (2).
- Click the search icon drop down arrow and select "Search in key" (3).
- Click the search icon (4).
- To see the employee number, click the key icon (5).
- Click on the desired Employee (6).
- **OR**, if you do not need to verify the employee number, you can skip steps 2 through 6 and enter it directly in (7).
- Click the right arrow to add the Employee to the selection box (8).

✓ **Grievance Issue(s) - (Optional)** - To select data for this prompt:
  - Make sure the "Grievance Issue(s) - (Optional)" prompt is selected (1).
  - Enter a search text with an asterisk (*) in the search box to view the list of values for Grievance Issue (2).
  - Click the search icon (3).
  - Select the desired Grievance Issue(s) (4).
  - Click the right arrow to add the Grievance Issue(s) to the selection box (5).

Report Layout

The report lists all grievances based on the prompt selections. Below is a sample of the initial layout rendered.

Continued…

Execution Date: 6/19/19

Discrimination Action	Discrimination Basis	Informal Step Taken	Date Informal Completed	Formal Grievance Filed?	Date Formal Grievance Filed	Grievance Filed Timely?	Step 1 Result/Mediation	Date Step 1 Completed	Step 2 Filed?
Promotion	Age	Unresolved, EEO Informal Inquiry	2/12/2016	Yes	2/23/2016	Yes	Impasse	3/16/2016	Yes
Promotion	National Origin	Unresolved, EEO Informal Inquiry	2/12/2016	Yes	2/23/2016	Yes	Impasse	3/16/2016	Yes
Promotion	Race	Unresolved, EEO Informal Inquiry	2/12/2016	Yes	2/23/2016	Yes	Impasse	3/16/2016	Yes

Continued…

Date FAD Issued	FAD Exceeded Timeline	Appealed to OAH?	OAH Filing Date	OAH Deadline	OAH Case Number	OAH Case Status	OAH Remand Back to Agency	Remand Date
	#	#			#	#	#	
	#	#			#	#	#	
	#	#			#	#	#	

Continued…

OAH Final Decision	Decision Date	Comments?	Record Complete	Grievance Count	Reason Count
#		X	#	0	1
#		#	#	0	1
#		#	#	1	1
			Total	1	3

Click on X hyperlink to jump to B0022: Comments

B0022: Comments

Execution Date: 6/19/19

Employee	12345678 - Mickey L Mouse
Organizational Unit	22222222 - Public Relations
Position	69999999 - Social Media Manager
Infotype	9834 - Employee Grievance Data
Subtype	02 - Discrimination
Valid From - Valid To	12/31/14 - 12/31/99

Grievant did not show for initially scheduled Mediation on 1/13/15; he

called HR stating he had a flat tire and could not make it in and

requested a reschedule. Agency excused and Mediation was rescheduled for
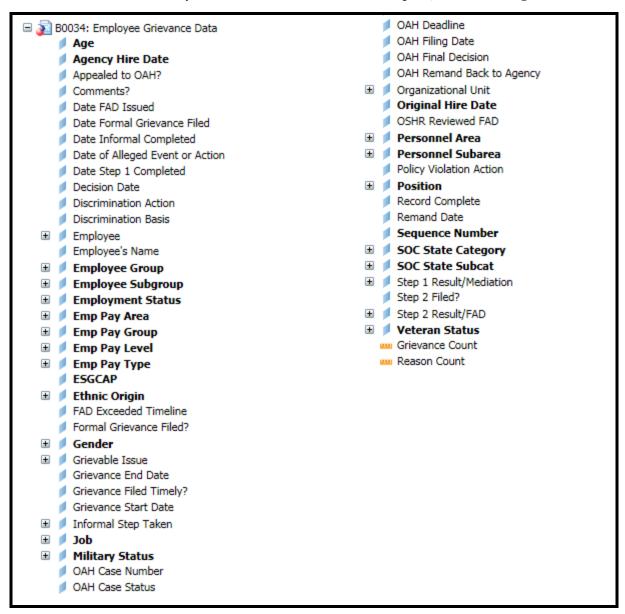
1/26/15.#

Available Objects

This is a list of the available objects that can be added to the report, once in Design mode:

```
B0034: Employee Grievance Data          OAH Deadline
  Age                                   OAH Filing Date
  Agency Hire Date                      OAH Final Decision
  Appealed to OAH?                      OAH Remand Back to Agency
  Comments?                           + Organizational Unit
  Date FAD Issued                       Original Hire Date
  Date Formal Grievance Filed           OSHR Reviewed FAD
  Date Informal Completed             + Personnel Area
  Date of Alleged Event or Action     + Personnel Subarea
  Date Step 1 Completed                 Policy Violation Action
  Decision Date                       + Position
  Discrimination Action                 Record Complete
  Discrimination Basis                  Remand Date
+ Employee                              Sequence Number
  Employee's Name                     + SOC State Category
+ Employee Group                      + SOC State Subcat
+ Employee Subgroup                   + Step 1 Result/Mediation
+ Employment Status                     Step 2 Filed?
+ Emp Pay Area                        + Step 2 Result/FAD
+ Emp Pay Group                       + Veteran Status
+ Emp Pay Level                         Grievance Count
+ Emp Pay Type                          Reason Count
  ESGCAP
+ Ethnic Origin
  FAD Exceeded Timeline
  Formal Grievance Filed?
+ Gender
+ Grievable Issue
  Grievance End Date
  Grievance Filed Timely?
  Grievance Start Date
+ Informal Step Taken
+ Job
+ Military Status
  OAH Case Number
  OAH Case Status
```
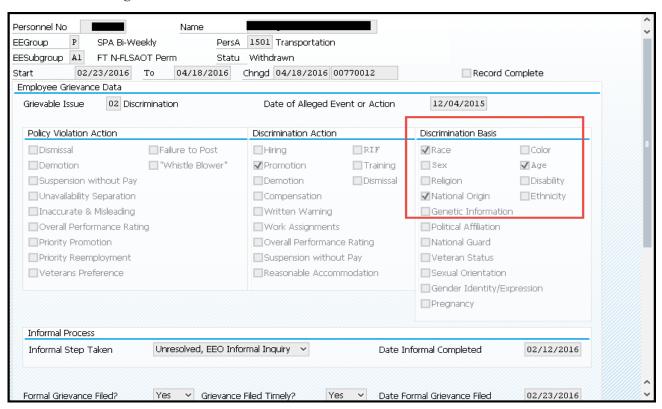
Special Report Considerations/Features

- Report lists the grievances that are valid as of (report run date) for the date ranges entered in 'From Day – To Day' prompts. This report brings in all the grievances that are within the 'From Day' 'To Day' date range given in the prompt screen. These records may have begun before the 'From Day' or beyond the "To Day" however, if they are valid at any point between the ranges given, they will be selected.
- For example, with a date range of 'From Day' 6/11/2019 and 'To Day' 12/14/2019 the following records would be selected with the following date ranges:
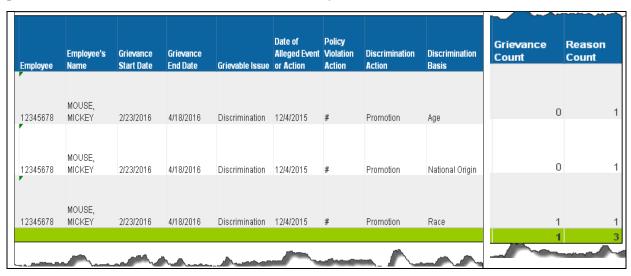
Valid From	Valid To	Example Type
6/11/2019	12/14/2019	Validity dates match record
5/1/2019	12/31/9999	Validity dates starts before and ends after selected range
6/13/2019	8/20/2019	Validity dates start before and ends before selected range
5/18/2019	5/18/2020	Validity dates start before and ends after selected range.

- When an employee files a grievance under multiple discrimination factors in the SAP ERP system, this report breaks out the multiple discrimination factors on individual rows. The Grievance Count reflects the count per Grievable Issue. The Reason Count reflects the count per unique combinations of Discrimination Action and Discrimination Basis for each Grievable Issue.

In this example, an employee filed a Discrimination grievance on multiple factors of Race, Age and National Origin.

This report will reflect the different factors individually as shown below.

Here the *Reason Count* shows the count for each individual discrimination factor based on the *Discrimination Basis* type. The *Grievance Count* reflects the count for each *Grievable Issue* such as Policy Violation, Discrimination, Harassment or Retaliation. The discrimination factors are broken out into 3 separate rows, but they all pertain to the same *Grievable Issue*. Hence the *Grievance Count* is marked as 1 on only one of the rows while the others are marked as zero. This is done so that the total Grievance Count does not over-inflate when summarized.

Change Log

| Effective 5/4/2015 |
| Initial report creation to convert from BI to BOBJ. |
| Effective 6/20/2019 |
| Report updated to new format. |